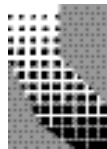


Waste
Reduction
Awards
Program



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A p p l i c a t i o n

California Integrated Waste Management Board



Winston H. Hickox
Secretary for
Environmental Protection

Linda Moulton-Patterson, Chair
1001 I Street • Sacramento, California 95814 • (916) 341-6000
Mailing Address: P.O. Box 4025, Sacramento, CA 95812-4025
www.ciwmb.ca.gov



Gray Davis
Governor

Welcome to WRAP 2002!

I am especially pleased to introduce this 10th Anniversary Waste Reduction Awards Program application. The California Integrated Waste Management Board established WRAP in 1992 as a key element in the Board's efforts to promote resource-efficient practices among California's commercial and industrial sectors, whose productivity not only makes the Golden State one of the top economies in the world, but also generates more than half the state's waste.

In the past nine years, the Board has issued more than 6,500 WRAP awards, many to multiyear recipients and multisite organizations. Their active participation and implementation of effective resource conservation programs has been essential to their communities' achievement of State waste reduction goals. However, with more than one million businesses in California, we know we still have a long way to go to begin to reach the top one percent of these outstanding performers.

In 2001, the Board adopted a new Strategic Plan. Key themes in this plan are sustainability, product stewardship, energy recovery, environmental justice, and safe disposal of waste. As we look ahead, we must focus on changing not only our actions, but also our very understanding about resources. Waste is an indication that Californians are using resources inefficiently. As natural resource stewards, our aim is toward a zero-waste philosophy that focuses on the most efficient use of our natural resources in order to reduce waste and protect the environment. The Board is committed to working in partnership with local government, private businesses, and product manufacturers to develop a future modeled on resource stewardship and waste minimization.

In the spirit of continuous improvement—both for ourselves and for program applicants—this year's application has been modified to solicit more descriptive and narrative responses. We have also attempted to arrange questions so that they are intuitive and clear. To assist applicants and provide guidance on the type of activities the program is looking to recognize, we are making much more extensive use of the WRAP program's Web site to provide suggestions, definitions, and further direction. We are also providing an electronic version of the application through the Web site should participants wish to apply by that method.

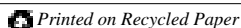
With the growth of the WRAP program comes the necessity to remind participants that we must strictly enforce deadlines and that we are unable to follow up with applicants who may have omitted information from their applications. Unfortunately, it is impossible to equitably provide exceptions without completely disrupting our processing of received documents. During the application period, however, our dedicated staff is available as necessary to ensure that your application arrives both complete and on time.

On behalf of my fellow Board Members and the Waste Reduction Awards Program, I wish to recognize your organization's efforts to practice resource efficiency, promote environmental protection, and keep the California economy thriving. We look forward to receiving your WRAP 2002 application and appreciate your participation!

Sincerely,

Linda Moulton-Patterson, Chair
California Integrated Waste Management Board

California Environmental Protection Agency



Printed on Recycled Paper

Directions and Guidance for WRAP 2002

Many changes have been made to the 2002 WRAP application. Please be sure to read ALL the instructions before completing the application. Additional guidance and suggested responses are available through the WRAP Web site at www.ciwmb.ca.gov/WRAP/.


Eligibility

- Only businesses and private nonprofit organizations with California facilities are eligible to apply. Previous applicants and winners are encouraged to apply.
- Local, State, and federal government entities—for example, city and county agencies, public schools, State universities, military establishments, etc.—**may not** apply.
- Applicants may be determined ineligible if not in compliance with solid waste regulations that are applicable to their organization.

Required Elements

- Applicants **MUST** submit a written **Environmental Policy** for their organization (Refer to Question #1 on Page 3). If necessary, please refer to the WRAP Web site for guidance on "How to Write an Environmental Policy."
- Applicants **MUST** provide a **Media Profile** (Refer to Question #35 on Page 9).
- Applications **MUST** be signed by an authorized representative of the applying organization (Refer to Page 9). If a consultant prepares the application, the consultant must also identify himself or herself and sign the application as the "preparer."

Waste Reduction Information

Answers to application questions must apply to non-hazardous solid waste and must relate to waste that your organization generates. We will not award credit for answers that relate to reducing waste generated by others, such as a waste hauler operating a curbside recycling program. However, organizations that recycle or reduce waste generated by others are eligible to apply, but only for their efforts to reduce their own waste. **Questions that do not apply to your organization should be answered "N/A" and must be accompanied with an explanation.** Questions marked with this symbol  are for information-gathering purposes only and will not contribute to an applicant's score, but they **MUST** be answered or points will be deducted.

WRAP Application Categories

Applicants may apply in one of two categories:

1. Individual location: Application will include the waste reduction practices occurring at one facility location.
2. Multiple locations: Application will include waste reduction practices occurring at multiple facility locations. Waste reduction practices must be consistent at all facilities OR each facility must submit location-specific information. Physical location and contact information for each facility **is required**.

Complete the Entire Application!

Print your organization name clearly under the **Contact Information** section exactly as you wish it to appear on your winner certificate. Respond to **all** questions unless directed otherwise. If you believe a question does not apply to your organization, please clearly indicate "**N/A**" and use a concise explanation to describe why it is not applicable. Many questions ask for additional information or require more space to answer than provided. Please securely attach additional pages as necessary, number them, and clearly write your organization name at the top. **Sign your application.** Keep a photocopy for your records.

Minimum Qualifying Score

Applicants must score 75 percent or greater to receive an award. Answer all questions unless directed to skip. Questions left blank will result in a lower score; however, applicants will not be penalized for questions that do not apply to their organization.

Deadline

Completed applications **must** be postmarked by **June 30, 2002**. Late applications will not be accepted. While first-class mail is generally reliable, you may wish to ensure that your application is submitted via certified mail with a return receipt requested.

Additional Guidance

For answers to common questions or to receive additional information and guidance, please consult the WRAP Web site at www.ciwmb.ca.gov/WRAP/. You may also contact the WRAP Program Coordinator, Piper L. Miguelgorry, at (916) 341-6604 or send an e-mail message to WRAP@ciwmb.ca.gov.

Return your COMPLETED application to:

Waste Reduction Awards Program (WRAP)
California Integrated Waste Management Board
P.O. Box 71
Sacramento, CA 95812-0071

Contact Information

Please provide the following information:

Organization Name (Please print or type **EXACTLY** as you would like it to appear on your WRAP2002 Award Certificate)

Organization Mailing Address County

City State Zip

Physical Address (IF DIFFERENT from mailing address) County

City State Zip

Ms. Mrs. Mr. Contact Name (Person responsible and knowledgeable for information in this application) Title

(Area Code) Phone Fax E-mail Address

Web site (URL Address)

Number of full-time equivalent employees, volunteers, etc.: _____

Please circle the Business Type that best applies to your organization.

Agriculture	Manufacturing—Musical	Services—Engineering
Biotechnology	Manufacturing—Paper	Services—Financial/Insurance/Real Estate/Legal
Construction	Manufacturing—Petroleum	Services—Food/Beverage
Consulting	Manufacturing—Plastic	Services—Health
Dry Cleaners	Manufacturing—Printing	Services—Landscape
Education	Manufacturing—Self-Care Product	Services—Lodging
Electrical	Manufacturing—Stone	Services—Miscellaneous
Manufacturing—Aerospace	Manufacturing—Transportation	Services—Nonprofit
Manufacturing—Automotive	Museum	Services—Personal
Manufacturing—Chemicals	Newspaper	Services—Photo
Manufacturing—Clothing	Packaging	Services—Plumbing
Manufacturing—Computers	Retail—Food	Services—Property Management
Manufacturing—Electronics	Retail—Merchandise	Services—Public
Manufacturing—Food/Beverage	Retail—Miscellaneous	Services—Recycling
Manufacturing—Furniture	Services—Amusement/Recreation	Services—Repair
Manufacturing—Instruments	Services—Animal	Services—Supplies
Manufacturing—Lumber	Services—Automotive	Transportation
Manufacturing—Medical	Services—Business	Utility
Manufacturing—Metal	Services—Communications	Other, please specify _____
Manufacturing—Miscellaneous	Services—Distribution	

Please indicate if this WRAP application is for an individual location or for multiple locations. (Refer to the Directions on PAGE 1 at the beginning of the WRAP Application for further guidance.)

☐ Individual location.

☐ Multiple locations. (If applying for multiple locations, attach a list of EACH individual location including a complete physical address, the primary contact person, and telephone number for that location. Also, explain any location-specific waste reduction practices.)

How did you learn about WRAP? Please select the one choice that is most applicable.

Chamber of Commerce (Please identify _____)

Consultant/Waste Auditor (Please identify _____)

Internet (Please identify _____)

Local Government (Please identify _____)

Newspaper (Please identify _____)

Trade Association (Please identify _____)

Waste Hauler/Recycler (Please identify _____)

Another CIWMB Program (Please identify _____)

Other _____

Are you a previous WRAP winner? If so, what year(s)?

☐ No ☐ Yes _____

If your organization has previously applied for a WRAP award under a **different** organization name, please specify the previous organization name:

Environmental Program and Employee Education

1. Provide your organization's **Environmental Policy** as an attachment to this application, even if you have submitted an **Environmental Policy** with previous WRAP applications. **NOTE: This is REQUIRED for all WRAP applicants.**

If your organization does NOT currently have an **Environmental Policy**, you may develop and adopt one during this application period. **Please refer to the WRAP Web site at www.ciwmb.ca.gov/WRAP/ for suggestions on Environmental Policies.**

2. If your organization is a previous winner, how have your waste reduction programs improved since last receiving a WRAP award?

3. Who has your organization designated to coordinate your waste reduction programs and what is their position? What are their responsibilities within your organization? Please describe briefly.

4. How does your organization provide training for new employees and provide updates to existing employees regarding your waste reduction programs?

5. What incentives and/or encouragement does your organization provide to employees to improve your organization's waste reduction systems?

Waste Prevention

6. What incentives and/or encouragement does your organization provide to employees and/or customers to minimize the use of disposable products?

7. In addition to recycling, many organizations avoid unnecessary disposal by donating surplus, excess, or by-product materials. How does your organization participate in reuse activities?

8. How does your organization reduce unnecessary paper consumption?

9. How does your organization extend the useful life of the paper that it does use?

Landscape Waste Reduction

10. Does your organization, or the building you occupy, have or maintain landscaping? ☐ Yes ☐ No

11. Does your organization manage its own landscaping or the landscaping of other organizations? ☐ Yes ☐ No

12. What steps has your organization taken to reduce the amount of landscaping waste generated from its facility, or from your landscaping activities?

Food Waste Reduction

13. If your organization is a grocer, restaurant, or food processor, what steps has your organization taken to reduce the amount of food wasted in the production or retail process?

14. If your organization operates or hosts an on-site cafeteria or restaurant, how is surplus food or food waste from those operations minimized or managed?

15. Please describe any other techniques your organization uses to reduce waste associated with the preparation, distribution, and retailing of food.

Electronic Waste Management

16. What services are available to organizations in your community for reusing or recycling electronic equipment? Check all that apply.

- ☐ Local government-sponsored electronic collection program(s)
- ☐ Nonprofit organizations
- ☐ Recycling/scrap companies
- ☐ Used equipment or computer refurbishing companies
- ☐ No known services are available
- ☐ Other _____

17. How does your organization manage the following electronic equipment, if applicable, when it is time to discard or replace it?
Check all that apply.

- ☐ Computers
- ☐ Computer monitors
- ☐ Copiers
- ☐ Fax machines
- ☐ Printers
- ☐ Other _____

General Waste Reduction and Recycling

18. Please identify each material type that your organization generates and briefly describe how your organization manages the discards.

	Reuse	Recycle	Dispose Of	Description of How Materials are Managed (Describe Briefly)
CONSTRUCTION				
Concrete/asphalt				
Drywall				
Lumber				
Masonry				
Scrap metal				
Other _____				
PAPER				
Cardboard				
Envelopes/folders				
Magazines/newspaper				
Telephone books				
Colored or mixed paper				
White paper				
Other _____				
PACKAGING				
Packing materials				
Film plastics				
Containers (for example, buckets)				
Pallets				
Other _____				
BEVERAGE CONTAINERS				
Aluminum/tin cans				
Glass				
Plastic				
MISCELLANEOUS and SPECIAL WASTE				
Batteries				
Laser toner cartridges				
Tires				
Lubricating oils/motor oil				
Oil filters				
Rags/textiles				
Paint				
OTHER				

WRAP-Winning Businesses Buy Recycled

19. Which materials or products made from postconsumer recycled content does your organization purchase and use? Please identify brand and/or manufacturer name, if possible.

- | | |
|--|--|
| <input type="checkbox"/> Compost/mulch _____ | <input type="checkbox"/> Packaging materials _____ |
| <input type="checkbox"/> Construction/building materials _____ | <input type="checkbox"/> Paint _____ |
| <input type="checkbox"/> Floor coverings _____ | <input type="checkbox"/> Plastic products _____ |
| <input type="checkbox"/> Glass products _____ | <input type="checkbox"/> Printed products _____ |
| <input type="checkbox"/> Janitorial paper products _____ | <input type="checkbox"/> Steel _____ |
| <input type="checkbox"/> Laser toner cartridges _____ | <input type="checkbox"/> Tire-derived products _____ |
| <input type="checkbox"/> Lubricating oils/motor oil _____ | <input type="checkbox"/> Tires _____ |
| <input type="checkbox"/> Office paper supplies _____ | <input type="checkbox"/> Other _____ |

20. Has your organization adopted a **Recycled Content** or **Environmentally Preferable Procurement Policy**? If so, please attach a copy of the policy to this application.

21. If your organization uses recycled-content materials to manufacture its products, please attach information regarding those products.

REMEMBER: If you believe a question does NOT apply to your organization, please answer with 'N/A' and provide an explanation as to why it is not applicable.

Packaging

22. In addition to recycling, what steps has your organization taken to reduce, eliminate, or return the packaging that accompanies products received by your organization?

23. What steps has your organization taken to reduce, eliminate, or take back the packaging that accompanies products sold by your organization?

24. What steps has your organization taken to maximize the use of postconsumer-content material in its packaging?

Waste Characterization and Quantification

25. Please estimate the types and amount of waste your organization produces (excluding hazardous waste). This includes both materials recovered for recycling/reuse and materials that continue to be disposed. To get more detailed information, this can be determined by a simple visual survey, or by sorting, weighing, and measuring the volume of all the materials. Attach additional pages to the application, if necessary.

A. List the top three material types diverted by your organization through recycling/reuse.

<u>Material Type</u>	<u>Amount (weight or volume)</u>
1. _____	_____
2. _____	_____
3. _____	_____

B. List the top three material types disposed by your organization.

<u>Material Type</u>	<u>Amount (weight or volume)</u>
1.	
2.	
3.	

26. A waste evaluation or waste assessment is a more detailed analysis of your business operations. It includes information on the types of waste materials that are generated, how much of each material is generated, which operations generate the materials, and recommendations on how to reduce waste. Have you completed a waste evaluation or a waste assessment at your organization? If yes, please attach information to the application.

Sustainability

27.  In the past year, what steps has your organization taken to reduce energy consumption?

28.  If your organization has recently expanded its facilities or engaged in new construction, or is planning do so soon, what consideration has been given to "sustainable" or "green building" practices?

29.  Please indicate how ISO 14000 environmental standards apply to your organization. Check the option that best applies. For further guidance/explanation, please see the WRAP Web site at www.ciwmb.ca.gov/WRAP/.

- ☐ We are ISO 14000-certified.
- ☐ We have begun implementing ISO 14000 standards.
- ☐ We plan to implement ISO 14000 standards within two years.
- ☐ We follow ISO 14000, but are not pursuing certification.
- ☐ We have no plans to implement ISO 14000 standards.
- ☐ We have no knowledge of ISO 14000.

30.  Has your organization adopted an Environmental Justice Policy? ☐ Yes ☐ No

General Program Information

31. Please provide any additional supporting information about your waste reduction program(s) that you believe is critical to our understanding of your achievements. Attach additional pages as necessary to the WRAP application.

32. How has your organization shared information about its waste reduction activities with others outside of your own business; for example, neighboring organizations, business associations, local government staff, your customers, etc.? Please describe your efforts and attach additional pages as necessary to the WRAP application.

33. How does your organization plan to improve its waste reduction programs in the coming year?

34. If you are a previous WRAP winner, please describe how you have been able to use the WRAP logo or WRAP winner certificate for your organization's benefit. **Attach a sample with the WRAP application.**

In your advertising _____
On your letterhead _____
In a newsletter _____
On your packaging _____
On your product _____
On your Web site _____
Other (please describe) _____

Applicant's Media Profile

35. So that we can promote WRAP winners to the media with as much enthusiasm as possible, please develop an organizational profile according to the format below. **(THIS PROFILE IS MANDATORY;** however, please do not disclose proprietary information.)

Write ONE complete paragraph containing four or five sentences that answer the following questions:

- What does your organization do?
- What are your most unique or successful waste reduction or recycling activities?
- How much waste has your organization diverted (provide a weight measurement)?
- What are the cost savings to your organization in the past year?

Use appropriate writing style. Please keep your sentences clear and concise. Write your media profile in the THIRD person since the media reports from the THIRD person point of view. Example: Use "The Manufacturing Company recycles" rather than "We recycle."

Make it newsworthy! Highlight unusual or interesting practices that make your organization stand out. Tell the public and the media what is interesting about your program. Include numbers regarding cost savings and waste reduced.

EXAMPLE PROFILE: The Manufacturing Company is a medium-sized company that manufactures products for the home and workplace. Whenever possible, The Manufacturing Company donates surplus equipment and materials to nonprofit organizations and schools. In 2001, The Manufacturing Company reduced waste destined to be landfilled by 65 tons and saved more than \$150,000 by redesigning packaging, modifying the manufacturing process to use fewer materials, reusing surplus supplies and equipment, and selling recyclable materials such as waste paper and scrap metals.

36. If selected as a WRAP 2002 Award Winner, would your organization be receptive to additional media attention? ☐ Yes ☐ No

Applicant Certification

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Authorized Business Signature **(REQUIRED)**

Print Name _____
Title _____
Date _____

Preparer Signature **(REQUIRED, IF other than Business Representative)**

Print Name _____
Title _____
Date _____

REMEMBER ... REDUCING WASTE CAN INCREASE PROFIT!

For helpful information on waste reduction programs, visit the California Integrated Waste Management Board Web site at www.ciwmb.ca.gov/.

Business waste reduction	Electronic discards	Materials exchange
Buy recycled products	Information exchange	Sustainable building
Construction/demolition recycling	Landscape management	Used oil recycling

Waste Reduction Awards Program (WRAP)
California Integrated Waste Management Board
P.O. Box 71
Sacramento, CA95812-0071

Please mail completed applications, along with accompanying pages of additional information, to:

Waste Reduction Awards Program (WRAP)
California Integrated Waste Management Board
P.O. Box 71
Sacramento, CA95812-0071

Completed applications must be postmarked by June 30, 2002. Although first-class mail is generally reliable, to ensure delivery of your WRAP application before the deadline, send it via certified mail with return receipt requested or by courier. CIWMB will strictly adhere to the deadline.

Did you...

- | | |
|--|---|
| <input type="checkbox"/> Include your written Environmental Policy? | <input type="checkbox"/> Include a Media Profile? |
| <input type="checkbox"/> Respond to ALL questions? | <input type="checkbox"/> Sign your application on page 9? |
| <input type="checkbox"/> Attach additional pages, as necessary, to answer questions? | <input type="checkbox"/> Keep a photocopy for your records? |

ABOUT THE INTEGRATED WASTE MANAGEMENT BOARD

The passage of landmark State legislation in 1989 and 1990, known as the Integrated Waste Management Act (IWMA), created a whole new waste management philosophy in California. Based on the principles of integrated waste management, the IWMA emphasized conservation of natural resources through a hierarchy of management methods to reduce, reuse, and recycle solid waste. The full-time Integrated Waste Management Board was established in 1990 within the California Environmental Protection Agency to provide effective and coordinated management of the state's solid waste. The Board is vested with policy-making and regulatory authority to reduce the quantity of waste generated and disposed in landfills, and to ensure compliance with environmental regulations. It is composed of representatives appointed by both the Legislative and Executive branches of State government—a cooperative partnership to develop a forward-looking solid waste management system.

The CIWMB does not discriminate on the basis of disability in access to its programs. Persons with hearing impairments can reach CIWMB through the California Relay Service at 1-800-735-2929 (TDD phone) and 1-800-735-2922 (voice).